

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 13

EFFECTIVE DATE: January 18, 1983; Revised February 21, 1994

SUBJECT: Training: Scheduling and Attendance

AUTHORIZATION:

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Assistant Commissioner

I. POLICY:

It is the policy of the Division of Administration that employees will be encouraged and allowed to participate in classes offered through the Comprehensive Public Training Program (CPTP) classes and other training to the maximum extent possible in accordance with the work/production demands of the section and without requiring use of accumulated leave.

Furthermore, it is the policy of the Division of Administration to ensure maximum utilization of CPTP and other training resources. One important way to demonstrate this commitment is to ensure that employees always attend the classes for which they register and that careful consideration is given to the courses for which employees register/attend. Given the limited training resources currently available, employees should register for only those courses which address their current job responsibilities.

II. PURPOSE:

To assign responsibility for aspects of the policy and to set forth rules governing participation in training program offerings, particularly the CPTP.

III. APPLICABILITY:

This policy shall be applicable to all sections within the Division of Administration both general appropriation and ancillary appropriations.

This policy shall be applicable to all employees of the Division of Administration.

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IV. PROCEDURE:

Timely processing of all requests for training is essential. This is particularly true for CPTP classes since these classes are filled by applications received according to date received.

Agency reimbursement for outside training fees, where applicable, may be considered for courses directly relating to the employee's job duties.

V. RESPONSIBILITY:

Deputy/Assistant Commissioners are responsible for:

Holding accountable the section heads under their supervision for adhering to all aspects of this policy.

Assuring the participation of all employees in all training programs offered in a fair and non-discriminatory manner.

Encouraging participation in the classes offered through the CPTP and other training sources to the extent possible while assuring compliance with workload demands and recognizing the limited financial resources available to CPTP.

Expediting the processing of class registration forms.

Resolving complaints concerning approval for attendance.

Section Heads are responsible for:

Assuring that each employee under his/her supervision, including supervisory and management personnel, current and new:

Is made aware of this policy and its contents as well as any forthcoming revisions, and

Is informed that he/she must abide by the terms of the policy, and

Is informed of the consequences of any violations of this policy.

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Assuring that all employees are informed of available training, provided with the appropriate forms and told of the appropriate procedures for making application for the training.

Assuring that employees are also informed of their obligation to report to the Office of Personnel Services, CPTP Coordinator when they are unable to attend a scheduled class.

Providing informal discussions of grievances and complaints related to training in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining records of any dispute between the agency and an employee regarding training including any written statement from the agency or employee of the reasons for the disagreement.

Assuring the participation of all employees in all training programs offered in a fair and non-discriminatory manner.

Encouraging participation in the CPTP classes and other pertinent training to the extent possible while:

Adequately addressing workload demands, and

Always ensuring employees only apply for courses that address current job needs.

Expediting the disposition of class registration forms.

Conducting regular reviews of each employee's training needs and whenever possible addressing those needs through available training.

Assuring that employees attend scheduled classes whenever feasible.

Assuring that notification is made to the Office of Personnel Services, CPTP Coordinator, as soon as it is known that an employee will not be able to attend a scheduled CPTP class.

Supervisors/Managers are responsible for:

Complying with this policy in any fashion instructed by the section head.

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CPTP Liaisons are responsible for:

Complying with this policy in any fashion instructed by the section head.

The Personnel Director is responsible for:

Coordinating all aspects of CPTP participant scheduling and information distribution, to include class schedules, application forms, participant records, and other correspondence.

Providing information and clarification on procedures for CPTP class participation.

Notifying the staff of CPTP as soon as it is discovered that an employee cannot attend a scheduled class.

Employees are responsible for:

Making themselves aware of training offerings which are posted for their review.

Alerting the supervisor/manager when it becomes evident that training is necessary to better perform current job duties.

Obtaining appropriate approvals for class participation.

Attending scheduled classes unless circumstances absolutely prohibit attendance.

Notifying the CPTP Coordinator in the Office of Personnel Services as soon as it is known that attendance at a scheduled CPTP class is not possible. Such notification must be made no later than 11:00 A.M. the day prior to a scheduled class

VI. VIOLATIONS:

Employees, including managers and supervisors, found to have violated this policy may be subject to disciplinary action or limitations on future class participation.

VII. QUESTIONS:

Questions regarding this policy should be directed to staff of the Office of Personnel Services.

WJK,JR:AG:cm